

# Action Transmittal

Transportation Advisory Board



**Meeting Date:** January 3, 2024

**Date:** December 27, 2023

## Action Transmittal: 2024-03

Scope Change Request for South Saint Paul Marie Avenue Bicycle and Pedestrian Facility

**To:** Technical Advisory Committee  
**From:** TAC Funding & Programming Committee  
**Prepared By:** Joe Barbeau, Senior Planner, 651-602-1705

### Requested Action

The City of South Saint Paul requests a scope change to remove the 2<sup>nd</sup> Street and 7<sup>th</sup> Avenue improvements from its Marie Avenue Bicycle and Pedestrian Safe Routes to School project (SP# 168-104-011).

### Recommended Motion

That the Technical Advisory Committee recommend approval of South Saint Paul's scope change request to remove the 2<sup>nd</sup> Street and 7<sup>th</sup> Avenue improvements from its Marie Avenue bicycle and pedestrian facility (SP# 168-104-011) with no reduction in federal funds.

### Background and Purpose

South Saint Paul was awarded \$1,000,000 in Carbon Reduction Program funds in the 2022 Regional Solicitation for program year 2025. Funding was awarded in the Safe Routes to School (SRTS) application category. The [application](#) was awarded to reduce conflict points on Marie Avenue from 3<sup>rd</sup> Avenue to 9<sup>th</sup> Avenue and improve non-motorized connectivity by upgrading sidewalks, improving ADA access, and installing bicycle lanes.

Some of this work – specifically improvements on 2<sup>nd</sup> Avenue and 7<sup>th</sup> Street – has already been completed in a Dakota County project that included a \$1,474,970 contribution from South Saint Paul. Therefore, South Saint Paul requests a scope change to remove this part of the project from the scope. The city also requests to retain its full federal funding amount, as the remaining intersections are estimated to cost \$2,391,600, which is roughly the same as the original estimate of the full project (\$2,380,760).

### Relationship to Regional Policy

Projects that receive funding through the Regional Solicitation and HSIP Solicitation processes are subject to the regional scope change policy. The purpose of this policy is to ensure that the project is designed and constructed according to the plans and intent described in the original application. The scope change policy allows project sponsors to adjust their projects as needed while still providing substantially the same benefits described in their original project applications.

### Staff Analysis

Approval/Denial of the Scope Change: Given the relatively minor portion of the project being removed, the application's first-place ranking in the SRTS application category, the fact that all projects in the

category were funded, and that the entire project will end up built, staff did not examine the scoring and recommends approval of the request.

**Funding:** Removal of a portion of the original project scope will result in a reduction in the original budget. The original application and current cost estimates are shown in Table 1, below.

**Table 1: Federal and Local Costs**

	<b>Application Budget</b>	<b>Current Budget</b>
Federal Funding Amount	\$1,000,000	
Local Contribution	\$1,246,000	
Total Cost	\$2,246,000	
Project Reduction (federal; 80%)	\$306,000 (\$244,800)*	\$306,000
Revised Project Cost	\$1,940,000	\$2,391,600

\*The original application was funded at 45% federal. 45% of this reduction is \$136,242.

History going back to the February 2019 Scope Change Consultation and Evaluation Process shows that retention of the full federal award is typical when removed elements are being completed by other another project. The removed part of the scope has already been completed.

### **Committee Comments and Action**

At its December 21, 2023, meeting, the TAC Funding & Programming Committee voted unanimously to recommend approval of South Saint Paul’s scope change request to remove the 2<sup>nd</sup> Street and 7<sup>th</sup> Avenue improvements from its Marie Avenue bicycle and pedestrian facility with no reduction in federal funds.

### **Routing**

<b>To</b>	<b>Action Requested</b>	<b>Date Completed (Scheduled)</b>
TAC Funding & Programming Committee	Review & Recommend	December 21, 2023
Technical Advisory Committee	Review & Recommend	January 3, 2024
Transportation Advisory Board	Review and Adopt	January 17, 2024

